

APPENDIX 2

ATTACHMENT 4

CHILDREN'S TRUST FUND
25-RFA-13772
Cohort 33
Attachment # 4
WORK STATEMENT

Directions:

Applicants should only attach the responses to the questions as described here in **Attachment # 4**, i.e. 1.1 (response to 1.1 overall summary), 1.2 (response to 1.2 priorities and vision summary), etc.

Formatting:

Applications may be submitted in formats best suited to the needs of the applicant.

The Work Statement must not exceed 15 pages, and all pages of the work statement should be numbered, not including any mandatory or required attachments. Reviewers will not read or score any application materials outside of these page limits.

All responses for the Applicant's proposed programs or services must minimally meet the requirements of the Children's Trust Fund ("CTF") Act. It is highly encouraged that responses additionally incorporate the CTF Board Priorities. (Details can be reviewed in the **RFA Objectives Section, Section I-4** of the RFA).

Section 1: Applicant's Priorities and Vision (0-10 Overall Points)

1.1 Overall Summary: Provide a brief description of the overall program, services, and activities the Applicant will provide if selected to receive this award, and detail how it relates to child abuse and neglect prevention.

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1.2 Priorities and Vision Summary: Briefly describe how the Applicant seeks to prevent child abuse and neglect, within a family or in the community, as a result of implementing the chosen program. How does the program align with the priorities identified in this RFA? Provide concrete examples.

APPLICANT RESPONSE

Section 2: History (0-10 Overall Points)

2.1 Mission History: Briefly describe your organization or agency's mission and current services offered. If the Applicant was a previous CTF grantee, please include a description of what the most recent CTF funded program was and how this CTF funded program contributed to the community. **(Note: CTF Funding is not intended for grantees to continue a prior CTF grant award for the same program and population.)**

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2.2 History of Addressing Unmet Needs: Provide examples of situations where the Applicant identified unmet needs within the community, how these were identified, and how it implemented a program to address those needs. Include a description of whether the program(s) was successful and how the Applicant was successful at sustaining the program(s). If the program failed to address unmet needs, what improvements did the Applicant make or what additional steps did the Applicant take to address those

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needs? Please include a description of community support, if any, for the Applicant's efforts to address unmet needs, as well as an example of this support.

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Section 3: Applicant Experience (0-10 Overall Points)

3.1 Approach: Describe your agency or organization's understanding and involvement of providing supports and services to children and their parents (or caregivers) using a holistic approach. Include how the Applicant may incorporate the social determinants of health and protective factors into the program or service development.

APPLICANT RESPONSE

3.2 Strategies for Growth: Describe strategies the Applicant will develop or advance a new and innovative program, or how the Applicant will accelerate enrollment in an evidence-based program or service. Explain the Applicant's experience in developing a program that was the result of a start-up or one that was an addition to an already existing program. Provide an overall summary, including timeframes, from initial planning through to final or most recent outcomes. Explain whether the program was considered successful, why or why not. Include all relevant experience with initial planning, research, community engagement, or analysis of gaps in services and supports.

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Section 4: Community and Demographics (0-15 Overall Points)

4.1 Community and Population Facts and Focus: The Applicant must describe the proposed project geographic area, which may include demographic characteristics and community details. Applicants must list all county names. Describe how the Applicant plans to, or has already, identified the intended population to be served or stakeholders to be engaged. These details may include relevant statistical information, community planning, a completed needs assessment, or any other data necessary to provide context.

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4.2 Community Resources: Describe, in detail, the Applicant's knowledge of all relevant potential community resources in the proposed project area. How will the program support the community's strengths while addressing gaps and concerns? How does the Applicant plan to ensure reciprocal engagement and accessibility between the community and the program? What additional supports will be provided to families to help ensure continuous participation in community engagement? Applicants shall, at minimum, explain their knowledge of the following:

- Existing community prevention and family support partners, programs, and services. Any other services including Pennsylvania's (Title IV-E), Family First Prevention Services Act, or the (Title IV-B) Child and Family Services Plans.
- Describe any information, data or collaborations that will contribute to the development of this program using a diversity of stakeholders (e.g., local health system/provider, the county Children and Youth Agency, schools, early childhood programs, faith-based programs, behavioral health treatment programs, etc.)

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4.3 Community Outreach: Describe the Applicant's plan to cultivate outreach in the community and engagement with families. What collaborations will the Applicant seek out with individuals and organizations highlighting assets available to ensure program success. What community organizations or individuals can help facilitate referrals, and help sustain engagement of families? Describe how these activities and collaborations will strengthen and further develop the proposed program.

APPLICANT RESPONSE

Section 5: Proposed Program (0-25 Overall Points)

5.1 Program Services: All Applicants must provide a respond to subsection a. Applicants respond to subsections b and c only if applicable. Total points will be assessed based on all applicable responses (no penalty will be given if b or c are not applicable).

- a. Service Strategies (response required):** Explain the expected services and supports strategies that will be used by the Applicant. Examples of these details may include:
 - overall service delivery (e.g. curriculum, research, enhancement details, resources, program structure, etc.);
 - expected length of enrollment for participants;
 - any anticipated eligibility requirements for program participation;
 - type and frequency of engagement with participants or stakeholders (if part of a broader community engagement strategy);
 - retention strategies to support ongoing retention of families to meet the goals of enrollment;
 - plans to ensure the continued engagement of stakeholders in the community; or
 - how these strategies for the intended program address promotion of family well-being and prevention of child maltreatment.
- b. EBP (respond to b only if applicable):** If the Applicant is implementing an evidence-based or evidence-informed model or program, verification shall be submitted. Describe the evidence that the proposed program supports children and families in their communities to prevent child abuse and neglect and that the program will be effective (This evidence could be from a recognized evidence-based clearinghouse or data gathered locally from the Applicant). The Applicant must additionally describe how the program will ensure EBP model fidelity.
- c. Concrete Supports (respond to c only if applicable)** - If the Applicant plans to provide any type of concrete short-term supports, describe how this need will be identified, provide acknowledgement that the benefit is part of a continuum of family engagement whereby the program works with the family or community over a period of time, and provide an explanation on how those short-term needs directly relates to child abuse and neglect prevention.

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5.2 Anticipated Enrollment: Complete the anticipated enrollment chart below. Describe how many families, caregivers, and children you anticipate serving each year of the program. List the total unduplicated number of families, caregivers and children served. For example, multi-year programs might serve ten families each year but serve an unduplicated total of only twenty families due to carryover.

(The chart below must be included in the page limit. List whole numbers only – do not list ranges. Rows may be added to the chart if needed. All counties served must be included.)

Year One			
County	Families	Parents/Caregivers	Children
Year Two			
County	Families	Parents/Caregivers	Children
Year Three			
County	Families	Parents/Caregivers	Children
Unduplicated Total for the Grant Period			
County	Families	Parents/Caregivers	Children

Describe the rationale for the stated number of families to be served. How did the applicant determine that the number is feasible and realistic? The Applicant must include caseload requirements or recommendations for an EBP, if applicable. Staffing should be taken into consideration when determining how many families could be served (This must align with Section 7 – Staffing Plans below).

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Section 6: Expected Outcomes (0-20 Overall Points)

6.1 Expected Output: What are the anticipated outputs and the expectations of how these outputs will be tracked? (Examples may include: number of referrals, enrollments, participants that complete the program, community partners engaged, materials developed, links to services, groups help, other relevant data, etc.)

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6.2 Anticipated Outcomes: What are the anticipated outcomes of the project? (Applicants must respond to only one of the two options below a. or b. Applicants will be scored on only one of the two applicable responses below.)

- a. What impact do you anticipate the program will have on participants?
 - o What tools, practices, or data will be used to measure those impacts?
- b. What anticipated organization or community-level impact will there be?
 - o What tools, practices, or data will be used to measure those impacts?

APPLICANT RESPONSE

6.3 Strengthening Families Protective Factors: Programs are expected to implement the Strengthening Families Protective Factors Framework (see Appendix 7).

- a. How does the Applicant intend to build these protective factors within their program to support families?

- b.** How will the anticipated program use the Strengthening Families Protective Factors Framework to inform program delivery such as policies, planning, interactions with families, evaluation, and professional learning for staff?

APPLICANT RESPONSE

6.4 Quality: Describe how the applicant will continuously monitor program quality and use data and findings to influence implementation decisions. Detail data, outcomes, or other mechanisms by which success will be demonstrated. What other methods might the Applicant use to measure and evaluate the success of this project? (At a minimum, selected Applicants will be required to collect data related to budgets and demographics of participants.)

APPLICANT RESPONSE

Section 7: Staffing Plan (0-10 Overall Points)

7.1 Staff Description and Requirements: Describe the persons involved in implementing, providing direct services, or oversight of any anticipated program or community planning and gaps assessment process. Applicants shall detail any of the following, if applicable:

- a.** Explain the number of direct service and supervisory staff needed in relation to the projected enrollment chart in Section 5.2. (Example: staff caseload size.)
- b.** Describe expectation of staff's: education level, experience, credentials, certifications, time devoted to the program, and responsibilities.
- c.** Describe the Applicant's plan for ongoing support and professional development opportunities to ensure staff can effectively implement the program.
- d.** Are staff already in place?
 - If so, how will the work associated with this proposed program fit into their existing duties?
 - If not, what are the timelines and specific strategies for hiring staff?
- e.** When/if staff vacates a position, what is the expected timeframe and plan to rehire and ensure a continuation of service?
- f.** Will the program allow for volunteers, and if so in what capacity?

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7.2 Staff Retention: What are the Applicant's strategies for staff retention? Explain how your organization or agency considered salaries and benefits when calculating budgets, and how that might look with a three-year award contract? (These details should match what is in the submitted budgets.)

APPLICANT RESPONSE

Section 8: Sustainability, Cost and Match (0-20 Overall Points)

8.1 Cost: Describe the overall cost of the program.

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- a. What percentage of the program will be paid for using CTF funds with this award?
- b. What additional resources will support the program?

APPLICANT RESPONSE

8.2 Match: How will match funds support the program? What strategies will you use to obtain local private funds for the match requirement each year?

APPLICANT RESPONSE

8.3 Sustainability: Describe specific short-term and long-term strategies that will contribute to program sustainability (**CTF Funding is not intended for grantees to continue a prior CTF grant award for the same program and population**).

APPLICANT RESPONSE

8.4 Justification: Justify that the overall cost is sufficient to complete all services and activities outlined in this Work Statement.

APPLICANT RESPONSE